



ADOA Remote Access Request Form

☐ Unit 1 End User

(User Information)

Applicant's Name	Last	First	LAN User I
Agency and Address			PON/SubPON (If state agency requesting)
Phone # and Email	()		Email Address (required)
Applicant's Signature			Date
Supervisor's Authorization	Print Name/Signature	Date	Phone Number

☐ Unit 2 Agency Authorization

(Agency Granting Access)

Authorizing Agency	Division	Department	PON/SubPON
Agency Address:		City	Zip Code
Name (Must be on agency MAC authorization list)	Please Print		
Email Address			
Title		Phone	
Signature			Date

☐ Unit 3 Remote Access Accounts

(Access Type Required)

Please select which access you need:			
VPN (use with ISP)*	New	<input type="checkbox"/>	(Must have an Internet Service Provider to use VPN)
Terminal Service	New	<input type="checkbox"/>	(Available for ADOA ONLY) (VPN Account required to access remotely)
<ul style="list-style-type: none"> Special Applications: _____ Network Drives/Folders: _____ 			
HOD	New	<input type="checkbox"/>	(VPN Account required to access remotely)
Security RACF:	Name and Signature		Date
Date Received	Date Completed	Initials	User ID

PLEASE FAX - 602-542-0095

Updated – 10-27-06

****All Remote Access requests will be routed to ADOA Information Security office****

☐ Unit 1 End User Instructions

The End User is the person requesting remote access and is required to fill out and sign this portion of the form. State employees will need to provide the PON/SubPON number of the Agency/Department they are assigned to. If this is not known, please provide the phone number and we will research it. Employee's supervisor will need to authorize (sign) this remote access request.

☐ Unit 2 Agency Authorization Instructions

The authorizing agency is the agency granting access to the End User. An example of that would be, an employee from ADOA accessing ADOT's MVD records. ADOT would be the agency granting access and would need to authorize this form. If a 3rd party End User is requesting access to an agency's network, then the agency granting access would also need to provide their PON/SubPON, as they would be billed for this VPN access. Please fax your completed forms to 602-542-0095.

☐ Unit 3 Remote Access Accounts

The End User, verified by their supervisor will select the type of remote access needed. The system account administrators will contact the End User with their username and password.

- All NEW remote access requests will be processed through ADOA's Information Security office.
- Account administrators will contact customers with their user name and passwords for each account.
- Please contact the Help Desk if you are experiencing any connectivity issues or need to report changes with any of the Remote Access accounts. The Help Desk may be reached at: 602-364-4444